

DIRECTIVE NUMBER 300-09-12

DATE: February 14, 2013

TO: Supervisors and Managers of the Department of Labor

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Employee Separation

- A. **Purpose.** To provide supervisors and managers guidelines for employee separations.
- B. **Background.** Although separation checklists have been available, the following updated checklist concerns the latest technology for employees separating from the agency. Although not necessarily totally inclusive, the checklist provides information to protect both the employee and the agency when employees terminate under normal or adverse circumstances.
- C. **Policy.** Supervisors and managers must use the attached checklist in all instances where an employee leaves the agency. This includes voluntary resignations, retirements, transfers to other agencies or dismissals. This policy also includes situations where the employee is on an approved leave of absence or agency administrative leave for an undetermined and/or extended period of time. In each case supervisors and managers will ensure each checklist item is reviewed and will note the status of each item. If not applicable, because the employee did not possess such item, then N/A will be used; otherwise the status of each item will be noted.
- D. **Procedure.** Supervisors have a fiduciary responsibility to ensure all state and agency items are returned and only personal items are retained. It is the responsibility of each supervisor to complete the checklist in the presence of the exiting employee for routine terminations. The employee should review the form to make sure everything is correct and sign the bottom of the form. If the employee refuses to sign the document, the supervisor should sign the bottom of the form, noting the employee refused to sign. If extenuating circumstances prevail, then additional assistance of Capitol Police can be requested through channels. If there is any dispute as to what is the state's property and what is an employee's property, then the supervisor will retain custody of the document, item, etc. until an additional judgment is made by KDOL Legal and/or KDOL Human Resources.
- E. **Distribution.** Supervisors are to forward the original separation checklist document to KDOL Human Resources. If the exiting employee requests a copy of the separation checklist, then a copy should be provided to the employee. In those rare cases where the employee leaves and does not return to pick up his/her personal belongings, then KDOL Internal Security, Legal and/or Human Resources shall notify the ex-employee via return-receipt-requested mail that his/her belongings will be boxed up and they have 30 days to claim the belongings from the mailing date or it will be disposed of. The supervisor with another witnessing supervisor shall box the belongings, and inventory same. Items shall be disposed of if no response is received.

- F. **Action Required.** All staff shall adhere to the policy and procedures of this directive.
- G. **Inquiries.** Kyle Williams, Human Resources, 785-296-5000 ext. 2565
- H. **Attachment. Separation Checklist.**

Lana Gordon, Secretary of Labor
Signature on file

Rescissions: 300-02-05	Expiration Date: Continuous
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